

Last name: _____ First name: _____ Grade: _____

Chromebook Agreement

Students in grades 3-8 will be issued Google Chromebooks for use in school. Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any district owned computer, network, or electronic communication device may be monitored by school and law authorities. Inappropriate use of District Technology can result in disciplinary action.

Ownership of the Chromebook

Success R-6 School District retains sole right of possession of the Chromebook. The Chromebooks are lent to students for education purposes only for the academic year. Moreover, District administrative staff and faculty retain the right to collect/inspect the Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Use of Technology Policy
- Students must treat their device with care and never leave it in an unsecured location
- Students must promptly report any problems with their Chromebooks to their classroom teacher
- Students may not remove or interfere with the serial numbers and other identification
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.
- Students may not attempt to install or run an operating system, app, or program other than those provided by faculty or staff.
- Students must keep their device clean and must not touch the screen with anything (i.e. your finger, pen, pencil, etc) other than approved computer screen cleaners.

Copyright and File Sharing

Students are required to follow all copyright laws concerning all media, including texts, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media or work is against the Acceptable Use Policy.

Spare Equipment and Lending

If a student's Chromebook becomes inoperable, the school has a limited number of spare devices for use while the student's Chromebook is being repaired or replaced. If student was responsible for the Chromebook becoming inoperable, disciplinary action may occur.

Last name: _____ First name: _____ Grade: _____

Chromebooks 1:1 Signature Form

By signing below, the student and their parent/guardian agree to follow and accept

- The Chromebook Procedures and Information as detailed in the Student Handbook and the Chromebook Agreement.
- The Success R-6 School District owns the Chromebook, software, and issued peripherals.
- If the student ceases to be enrolled in Success R-6 school district, the student will return the Chromebook in good working order or pay the full \$239.00 replacement cost of the computer. In addition, the student will also return the Chromebook charger in good working order or pay the replacement cost of \$20.00.
- Fines will be assessed, as stated above, for any missing or damaged Chromebooks or chargers at the end of the school year.
- The Chromebooks are for use during school hours only, unless an agreement is made with the Principal.

Print Student Name

Student Signature

Date _____

Print Parent/Guardian Name

Parent/Guardian Signature

Date _____

For office use only:

Chromebook issued:

ID# _____

Serial # _____

1. Receiving and Returning a Chromebook

1.1 Receiving a Chromebook

- Each student will receive a Chromebook and AC charger.
- Students will receive orientation to their Chromebook in their classes.
- Parent/Guardians and students must sign and return the Chromebook Agreement before student will be assigned a Chromebook
- Chromebooks will be labeled with student # and student name (Last, First initial)
- The Chromebook and district-issued email account are the property of Success R-6 School District and as a result may be subject to inspection at ANY time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service/technology
- All damage must be reported to the classroom teacher immediately and will be handled through the school district.
- In cases of theft or vandalism, a police report will be filed to accompany the claim
- One (1) minor repair may be covered without additional fees, examples a cracked screen or keyboard repair. Additional repairs may result in charges being applied to student accounts.

1.2 Returning a Chromebook

- Chromebooks and all accessories will be returned during the final week of school, so they can be checked for serviceability. They will remain at school during the summer.
- Failure to turn in a Chromebook will result in student being charged the full \$239.00 replacement cost. A missing charger will result in the student being charged \$20.00 in replacement cost.
- Students that transfer out of or withdraw from Success R-6 School District, must turn in their Chromebook and charger on their last day of attendance. Failure to do so may result in the student being charged the full \$239.00 replacement cost and \$20.00 for the charger.

1.3 Fines related to a Chromebook

- Chromebooks and district provided chargers will be turned into their classroom teacher when requested, in satisfactory condition. Chromebooks will be inspected for damage. Success R-6 School District Administration will make the final determination of any fees assessed. If a student fails to return the Chromebook, the student/parent/guardian will be required to pay the replacement cost of the Chromebook, \$239.00 for Chromebook and \$20.00 for charger.
- Unpaid fees may be sent to a collection agency.

2. Taking care of your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the classroom teacher as soon as possible, so they can be taken care of properly. Students should never leave their Chromebooks unattended. Chromebooks must always be carried with the student.

2.1 General Precautions

- Chromebooks are assigned to individual students and the responsibility for the care of the Chromebooks solely rests with that student.
- Students should not lend their Chromebooks to another person including friends or siblings
- Chromebooks must be completely closed when transporting Chromebooks from one area to another.
- Chromebooks must be charged for each school day. This is the student's responsibility.
- Chromebooks should never be left in an unsupervised area
- While the Chromebook is considered scratch resistant, the Chromebook will scratch. Do not use any sharp objects on the Chromebook
- No food or drink should be next to the Chromebooks
- Never throw or slide a Chromebook
- Chromebooks are not allowed in "technology free zones" which include but are NOT limited to the locker rooms and bathroom areas.
- Chromebooks must remain free of any personal writing, drawing, stickers, or labels.
- Heavy objects should never be placed on top of Chromebooks.

2.2 Carrying Chromebooks

- Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
- Always hold the Chromebook with two (2) hands.
- NEVER lift a Chromebook by the screen.
- NEVER carry Chromebooks with the screen open.
- Do not place the Chromebook on chairs or the floor.

2.3 Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screen is particularly sensitive to damage from excessive pressure.
- Do not place pressure on the top of the Chromebook when it is closed.
- Never put the Chromebook underneath other books. Always have the Chromebook on top.
- Do not store Chromebook with the screen open.

- Make sure there is nothing on the keyboard before closing the lid (i.e. pencils, pens, USB drives, etc.)

2.4 Asset Tags

- All Chromebooks will be labeled with District asset tag. This tag may not be removed or tampered with in any way.

3. Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing and using their Chromebook to all classes unless specifically instructed not to do so by a teacher.

3.1 Chromebook undergoing repair

- Loaner Chromebook may be issued to students when their Chromebooks are being repaired by the school.
- There are only a limited number of “loaner” Chromebooks available, however, a “loaner” is not guaranteed

3.2 Charging a Chromebook’s battery

- Chromebooks must be brought to class each day in a fully charged condition. An AC charger will be issued to the student.
- Repeated violations may result in disciplinary action.

3.3 Screensaver/Background photos

- While personalized screensavers or backgrounds are permitted, inappropriate images including but not limited to guns/weapons, inappropriate language, drug, alcohol, or gang related images are not permitted and may result in disciplinary action.

3.4 Sound, Music, Games, Software/Apps

- Sound must be muted at all times unless permission is obtained to unmute, from the teachers for instructional purposes.
- Music is only allowed on the Chromebook at the discretion of the teacher
- All software/apps must be district approved and provided
- Games are not to be downloaded without teacher approval and must never be played without teacher approval. Failure to comply may result in disciplinary action.

3.5 Legal Property

- All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of Success R-6 School District rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such a graphics, movies, music, and text. Failure to do so will result in disciplinary action.

3.6 Using the Chromebook Camera

- The Chromebook comes equipped with both camera and video capacities.
- As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. No photos or images may be posted online without the individual or group's consent and teacher approval of photo and site. Failure to do so will result in disciplinary action.
- Cameras may never be used in a locker room or restroom per state statute. These areas are designated as "Technology Free Zones".
- Appropriate use of cameras is expected at all times. Failure to do so will result in disciplinary action according to district policy.

3.7 Network Connectivity

- The Success R-6 School District makes no guarantees that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for loss of missing data,